

**ALTAMIRA MANAGEMENT ASSOCIATION NO. 1
CLUBHOUSE RESERVATION REQUEST**

Altamira #1 — Clubhouse Reservation
c/o Cori Shipp, Lindsay Management Services
6126 Innovation Way, Carlsbad, CA 92009

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PH: (760) 431-2522
FX: (760) 431-2512

BEFORE YOU BEGIN this application, please review all the Clubhouse Use Rules, to be certain you agree to comply with each and every requirement. See posting on the website (www.ALTAMIRAONEHOA.com), or next page.

ONLY ALTAMIRA #1 HOMEOWNERS or their tenants who are in good standing with the Association are permitted to reserve or use a Clubhouse. A clubhouse is defined as the area within the walls of the building, the entry stoops, the North clubhouse front patio, and the South clubhouse restrooms inside the pool fencing. Common areas must be requested, pools and spas are NOT included and are OFF LIMITS to you and your guest during the clubhouse reservation.

Reservations are accepted on a first come / first served basis and must be submitted at least 14 days in advance of the event. Incomplete reservation requests will be returned. A complete reservation consists of, a) Pages 1 & 2 of this form, b) a money order or cashiers check (Owner or tenant) security deposit is required to cover any post-event extraordinary cleaning or damage repair or replacement, and, c) proof of insurance for coverage required by the clubhouse use rules specified on page 2.

There is a maximum allowable number of guests for each clubhouse, posted by the Fire Marshal. There will be 49 chairs and 7 tables available at the North Club House. You or your guests may not unduly disturb residents of homes near the club-house. If your function exceeds maximum occupancy, disturbs neighboring residents, causes safety or security problems, your event will be closed down immediately by the HOA security company. When Security Personnel are sent to your function for any reason, a fee of \$50.00 will be charged to the Owner. The host has 15 minutes to clear the area of their guest and depart the clubhouse.

I wish to reserve a Clubhouse (Please print all responses)
(Both Owner and Tenant must sign. Tenant must be registered)

Owner Name: _____ PH: _____

Property Address: _____ E-mail address: _____

Host Name: _____ PH: _____

Address: _____ E-mail address: _____

Relationship to Owner: ___ Tenant or ___ Family, ___ Other (specify) _____

I wish to reserve the:

NORTH ___ or SOUTH ___ Clubhouse. DAY: _____ DATE: _____ Start time: _____

Number attending : Adult ___ Children ___ Type of Event: _____ End Time: **10 PM SHARP**

I will: Service alcohol Y __, or No ___ Use a caterer or party vendor: Y __, or No ___ Company: _____

I am requesting: Use of common area space outside the clubhouse for _____

The undersigned is the Owner who is requesting use of a Clubhouse, and agrees to be bound by all the conditions and rules for clubhouse use. The applicant accepts full responsibility for any HOA property damage or injury incurred by any attendee. The security deposit fee is attached, as is any Proof of liability insurance required by the rules.

Print: _____

Signature: _____ Date: _____

You will receive confirmation of your reservation within 4 business days from date a complete application is received.

CLUBHOUSE USE RULES

- 1. The POOLS and SPAS are NOT INCLUDED in the reservation and are OFF LIMITS to all the attendees of the event.
2. If serving ALCOHOL beverages, you must obtain PROOF OF LIABILITY INSURANCE. ALCOHOL beverages may NOT BE SERVED TO OR CONSUMBED BY ANYONE UNDER THE AGE OF 21. ALCOHOL beverages may not be sold in any Association facility or any common area.
3. Use of Children's INFLATABLE PLAY TENTS, such as jumpers, slides, et al, or of CATERING Services, PARTY SUPPLY VENDORS, CANOPYS, OR TENTS, MUST be requested and approved prior to use and requires a PROOF OF LIABILITY INSURANCE.
4. PROOF OF LIABILITY INSURANCE in the amount of \$1,000,000 must be obtained from your personal homeowner's insurance policy, called a one-day addendum for a special event. It may also be provided by the organization supporting your event, or other contractor (see 3 above). It must be submitted with the reservation request forms.
5. CARS or other WHEELED VEHICLES may not be parked in the North clubhouse driveway, as it must be available for Emergency Vehicles.
6. NO SMOKING is allowed inside either clubhouse or within 25 feet of the clubhouse. Smoking materials are NOT to be dropped on the ground and MUST BE disposed of in appropriate receptacles.
7. MUSIC must be kept at a level as to NOT DISTURB residents in the community. No amplified music is allowed outside the clubhouse and No music is allowed after 10 PM, the mandatory closure time of the clubhouse.
8. No PETS are allowed in either clubhouse AT ANY TIME, with the exception of service or support animals.
9. DECORATIONS are permitted except as follows:
a. Only BLUE PAINTERS TAPE may be used to attach decorations to woodwork or walls.
b. NO nails, thumbtacks or staples, or other types of tape or adhesive, are used at any time.
c. NO decorations are hung from or attached to ceilings, lighting fixtures or fans.
d. NO decorations will interfere with any existing decorations, quilts, pictures or furnishings.
e. NO glitter, sprinkles, confetti, sparkles or similar materials are to be used.
10. ALL PARTY SUPPLIES must be provided by the HOST, including
a. Your own plates, cups, napkins, flatware, cookware, utensils, serving dishes, oven mitts, pot holders, etc
b. Your own cleaning supplies including paper towels, dish soap, all-purpose cleanser, rags, dish cloths, etc.
c. Trash bags for rest rooms and other areas.

The undersigned is responsible for all guests, visitors, friends, and family and any damage caused by them. The undersigned attests to reading all the Clubhouse Use Rules above, and accepts and agrees to be bound by them.

HOST'S SIGNATURE: _____

DATE: _____

Office Use only for Verification: (circle)

Host Good Standing: Y N Pages 1, 2 Complete: Y N Insurance Provided: Y N Check Number: _____

Approved: Use of Common Area- Y N Use Caterer or Party Vendor- Y N Date requested calendared- Y N

Key Available: Date _____ Time _____

Verified By: (name) _____ for WM _____, Clubhouse Monitor _____, Board Member _____

POST- EVENT HOST CLEANING RESPONSIBILITIES AND MONITOR INSPECTION

The HOST or a designee will perform the clean-up duties no later than 10 PM of the same day of the event. Failure to complete cleaning on time will result in forfeiture of all or part of the security deposit. The clean-up form must be initialed by the HOST on the LEFT SIDE of EACH LINE.

HOST INITIAL (or check mark)

CLUB HOUSE INSPECTOR

- 1 ____ REMOVE ALL DECORATIONS, AND CLEAN TAPED AREAS ON WALLS AND WOODWORK. _____
- 2 ____ REMOVE ALL FOOD AND DRINKS FROM THE REFRIGERATOR AND WIPE CLEAN. _____
- 3 ____ CLEAN KITCHEN SINK OF ANY FOOD, ETC, AND WIPE CLEAN, AND DRY. _____
- 4 ____ KITCHEN COUNTERS are to be WIPED CLEAN AND DRY. _____
- 5 ____ STOVE AND OVEN are to be TURNED OFF, WIPED CLEAN, FREE OF RESIDUE AND DRY. _____
- 6 ____ **UNPLUG** THE COFFER MAKER. _____
- 7 ____ CLEAN COFFEE POTS, EMPTY GROUNDS, AND WIPE COFFEE MAKER DRY. _____
- 8 ____ **UNPLUG** MICROWAVE, WIPE CLEAN, FREE OF RESIDUE, AND DRY. _____
- 9 ____ TABLES must be WIPED CLEAN AND DRY, FOLDING TABLES RESTOWED IN CUPBOARD. _____
- 10 ____ CHAIRS CLEAN And DRY, FOLDING CHAIRS PUT AWAY IN THE CUPBOARD. _____
- 11 ____ BATHROOMS ARE TO BE LEFT CLEAN AND TRASH REMOVED. _____
- 12 ____ FLOORS ARE TO BE SWEEPED AND SPILLS MOPPED. _____
- 13 ____ WINDOWS ARE TO BE CLOSED AND LOCKED. _____
- 14 ____ BLINDS ARE TO BE LEFT OPEN. _____
- 15 ____ TURN OFF ALL LIGHTS AND CEILING FANS. _____
- 16 ____ TRASH CANS ARE TO BE EMPTIED AND REFUSE TAKEN HOME _____

The **CLEAN-UP FORM AND THE KEY MUST BE DEPOSITED** in the **BLACK BOX** located near the front entry door inside the clubhouse. As you exit the Clubhouse, MAKE SURE THE DOORS ARE LOCKED SECURELY.

Following the event, if an inspection determines a need for extraordinary cleaning or repair of property damage, your check will be cashed and any balance refunded. If the inspection finds no issues your check will be returned to you.

HOST Signature: _____ Date _____ Time _____

Clubhouse Inspector Name: _____ Date/Time Inspected: _____